Texas Tech University Libraries

Texas Tech University Libraries web site:  http://library.ttu.edu
Architecture Library web site:  http://library.ttu.edu/arch/index.php

As enrolled students and faculty of Texas Tech University, you have access to the University Libraries print and electronic resources. Almost all print materials are listed in the Libraries’ online catalog. Currently most electronic e-books and electronic theses are not listed in the online catalog. A listing of electronic resources can be found on the web site left sidebar under Electronic Resources:  http://library.ttu.edu/includes/leftNav/er.php

I. DOCUMENT DELIVERY/INTERLIBRARY LOAN

To obtain materials through the University Libraries’ Document Delivery/Interlibrary Loan Department, you must register in the ILLIAD program, also located on the Libraries website left sidebar. Registering in ILLiad will allow you to obtain materials held in the TTU Libraries and to obtain materials not owned by TTU Libraries through Interlibrary Loan. The University Libraries absorbs the cost for most requests.

To register:
- At the Libraries website left sidebar, choose Document Delivery/ILLiad
- Choose Log in to ILLiad
- Enter your ERAIDER username/password
- You will be asked to register your information
- Follow the instructions and complete the new user form.

To obtain and return materials from the TTU Libraries through Document Delivery (once registered)
- Complete the Document Delivery - New Request form according to the type of material you are requesting (journal/article; book; etc.)
- Books should be received within approximately 72 hours by FedEx; For journal articles you will receive an email with a link to an electronic copy of the article which will be time sensitive and will be erased at a prescribed time
- To return the book, contact Document Delivery for a prepaid shipping label; you must give them an approximate weight of the books being returned. Contact information: 806.742.2239 libraries.docdel@ttu.edu
- Attach the return shipping label to the return box and ship the materials back through FedEx

For obtaining materials not owned by the University Libraries, you will use the same process for Interlibrary Loan request. For information concerning the Libraries’ Overdue and Lost Items Policy, see http://library.ttu.edu/services/circulation/overdue_lost_items.php

PLEASE NOTE: Materials borrowed directly from the TTU Libraries, including the Architecture Library, will be loaned for three weeks to undergraduates. This includes the shipping periods. If you are more than 21 days late in returning the book, it will be declared lost. Once declared lost you will be charged $125 per book; once the book is returned your account will be credited $115, but you will be responsible for a $10 processing fee.
Renewals/Book holds & recalls: You may request a renewal, preferably at least five days before the books is due back at the Lubbock campus. Renewal requests will be subject to holds placed by other patrons. Although you have three weeks for the loan, any book is subject to be recalled after one week if requested by another patron or subject to immediate recall for class reserve. Submit your renewal requests directly to the TTU Libraries’ Document Delivery/Interlibrary Loan Department.

III. TEXSHARE CARDS

Participating TexShare institutions will extend free reciprocal borrowing privileges to each other’s patrons, so they may have direct, personal access to materials that are not available at the home institution. Any eligible faculty, students, and staff of any TexShare institution may use the collections of any TexShare library on site, and upon completion of the borrower's agreement and with proper identification, borrow materials. Any individual known to have outstanding charges at his/her home library or at another TexShare institution may be denied the right to participate in the TexShare program.

To obtain a TexShare card, contact the TTU Libraries Circulation Department and they will send you a card. Contact information: email: libraries.circulation@ttu.edu; tel.: 806.742.2265

RESPONSIBILITIES OF BORROWERS
Eligible patrons will:
• Obtain and sign the TexShare Card. This constitutes agreement to the program’s privileges and obligations.
• Present appropriate identification as required by this agreement and the lending library.
• Observe the rules and regulations of the lending library.
• Return materials in person or by first class, insured mail within the loan period prescribed by the lending library.
• Return materials immediately in person or by a form of priority mail if recalled by the lending library.
• Pay fines or any other charges assessed by the lending library, including, but not limited to, charges incurred as the result of a late return, damaged item, or loss of materials.

For additional information about TexShare, including a link to participating institutions begin with: http://library.ttu.edu/services/circulation/texshare.php

**Please note that with TexShare, if you do not follow the required rules, you may lose your right to check out materials at the participating libraries.